

*Subject File*

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Current Interest Items

1. Early Retirement Bill

We are hopeful of early Senate action on the bill following the meeting of the Director with Senator Russell on 4 August.

We have met several times with [REDACTED] concerning revision of 25X1A9a our draft regulation and except for one or two points have a clean draft for review by BOB. Since Don Smith, the BOB representative familiar with our proposal, will be on leave for three weeks beginning 3 August, it may be desirable to defer submitting the regulation to BOB until he returns.

A separate procedural instruction will be required. Most of the material for it was contained in the draft regulation submitted for Agency coordination and we do not anticipate any serious problems in preparing an issuance acceptable to the components involved.

2. Supergrade Promotions

We have been holding a number of recommendations for promotion from GS-15 to GS-16 for enactment of the pay bill. In view of the optimistic prospects for early action, we are reviewing these recommendations and re-confirming our previous checks with Medical, Security, etc. so that they can be presented as soon as the pay bill is passed.

3. Consolidated Fund Campaign

The Consolidated Fund Campaign is scheduled to begin 14 September 1964.

We are working on materials and procedures for the first "one-fund" drive to be conducted under the Federal Fund-raising program. It will be necessary for us to modify the pledge form issued by the Civil Service Commission because only employees paid from vouchered funds will be able to pledge for payroll deductions during this experimental period. And we have the usual adaptations of numbering pledge forms and providing special payment instructions. The basic form is somewhat complicated because it provides for designation of gifts to individual agencies in the three basic groupings of UCF, National Health Agencies, and Joint Crusade Agencies. We will have a separate contribution envelope for PSAS and the new Educational Aid Fund.

To reduce the volume of paper to be distributed by Keymen, we tentatively propose to issue in advance of the campaign: (1) the usual announcement by the Director, (2) a "procedural" notice giving more details about the agencies covered, duration of drive, etc., (3) an Employee Bulletin replacing the PSAS brochure but containing the same information, and (4) a special announcement of the Educational Aid Fund campaign.

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As soon as our proposals are fully developed, we will schedule a meeting of the Consolidated Charities Committee to review and approve them.

We expect to receive at an early date a call from the Civil Service Commission regarding our quota for this campaign. The Commission office handling this campaign has not yet completed their work on the allocation formula, however.

4. White House Details

25X1A9a [REDACTED] has been detailed to the White House for 24 months beginning 3 August 1964. [REDACTED] is a provisionally-cleared 25X1A9a GS-3 Clerk Typist and her detail is subject to termination if her full clearance is received before the term expires.

5. Final Results of Federal Joint Crusade Campaign

We have received the final Metropolitan Area report for the 1964 Federal Joint Crusade Campaign. CIA ranked sixth in the amount contributed among the 72 government units participating in the campaign. Our average gift of \$2.17 was substantially higher than for any of the other agencies in this top group. Results for the "high-six" are provided below:

<u>Agency</u>	<u>Amount Contributed</u>	<u>No. of Gifts</u>	<u>Average Gift</u>
Army	\$ 38,438.66	38,502	\$1.00
Navy	28,426.33	18,822	1.51
HEW	22,026.76	12,988	1.70
PRNC	21,373.28	18,021	1.19
Commerce	19,711.27	10,510	1.88

25X9  
Total All [REDACTED]

6. Notification to Applicants of Polygraph Interview

As noted in our report of 29 June 1964, we have revised Applicant Information Sheet No. 2, which is given to applicants with the Personal History Statement and other application material, to state specifically that our security processing includes a polygraph interview. The revised form is now available for use; a sample copy is attached.

7. Appointment of Senior Women to PAB

25X1A9a The Executive Director-Comptroller has approved the appointment of the DD/P-nominee, [REDACTED] as "member-at-large" of the Personnel Advisory Board. A notice announcing this appointment will be forwarded early in the week.

8. Increase in GP Wage Scale

The Government Printing Office has approved increases ranging from 2¢ to 27¢ per hour for lithographic workers effective 19 July 1964. The

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only Agency jobs affected are in the Printing Services Division, Office of Logistics; the job categories and number of employees in each are listed below.

<u>Position Title</u>	<u>Number Employees</u>	<u>Rate Change</u>		<u>Increase</u>
		<u>From</u>	<u>To</u>	
<u>O/Logistics</u>	25X9			
Offset Photo Foreman		5.47	5.74	27¢
Compositor Foreman		5.15	5.23	8¢
Offset Photo Foreman		5.05	5.30	25¢
Offset Photo-Sup		4.91	4.94	3¢
Litho Artist Col-Sup		4.91	4.94	3¢
Compositor Foreman		4.85	4.91	6¢
Bookbinder Foreman*		4.75	4.75	0
Litho Artist-Color		4.69	4.72	3¢
Neg Engraver Sup		4.60	4.64	4¢
Platemaker Sup		4.49	4.64	15¢
Negative Engraver		4.38	4.41	3¢
Senior Mechanic		4.29	4.41	12¢
Platemaker		4.27	4.41	14¢
Neg Cutter Asst		4.17	4.19	2¢
Negative Engraver		3.51	3.53	2¢
Negative Engraver		2.63	2.65	2¢
Total				

\*No increase

#### 9. Supervision Lectures

The Director of Personnel has been allotted 40 minutes on the DD/I supervisory reindoctrination programs scheduled for 13 and 20 August. We are working with [REDACTED] to adapt our lecture for the DD/I audience.

#### 10. Exercise Room

Construction of the exercise room is proceeding and we believe the September deadline for its completion will be met without difficulty. The Office of Security is expediting preliminary checks on the candidate to run this facility. When these have been completed, he will be further interviewed by the Medical Staff and by this Office before an offer of employment is made. Tentatively it is proposed to offer him a one-year contract at the GS-13 level.

#### 11. Barbershop

We have been informally advised that the Board of Directors of Government Services Incorporated has approved the proposal that GSI run our barbershop with a 50/50 split of the 13% of the gross profit to be paid by the concessionaire.

Distribution:

0 & 1 - Addressee; 1 - IG;